



Meeting Minutes

The High School for the Performing and Visual Arts

MEETING NO.: 004

LOCATION: The High School for the Performing and Visual Arts

DATE / TIME: September 09, 2013, 3:00 pm

ATTENDEES: Robert Scott Allen, HSPVA Principal; Eileen Montgomery, HSPVA Teacher; Cynthia Ogden, HSPVA Teacher; Patrick Peters, Parent; Jim Rice, Rice & Gardner; Robert Barrera, Jr., Rice & Gardner; Sonny Fletcher, Rice & Gardner; Lamelle Sartain, HSPVA Secretary; Travis Springfield, HSPVA Counselor; Stephanie King; Parent; Marc Duncan, HSPVA Teacher; David Waggoner, Heery CFS; Clay Clayton, Facilities Planner; Alene Haehl, Community Representative; HSPVA Lecturer; Sue Robertson, HISD –General Manager, Facilities Planning; LaJuan Harris, HISD- Facilities Planning; Larry Trout, HSPVA; Warren Sneed; Terry Cominsky, Parent; Kathleen Finninger; Cheryl Laird; Eastman P. Landry; Oscar Perez, Teacher; Richard Robbins; Judith Switek; Tamera Thompson; Alicia Zapalska; Tess Elmore; L. Carter; Julia Nolte, Parent; Ricardo Mena, HSPVA;

PURPOSE: The purpose of this meeting was to develop written descriptions of each room..

AGENDA ITEMS:

- Introductions
- Description of Task – Discuss Requirements and the usage of each room
- What to expect at the next Project Advisory Team Meeting
- Next PAT Meeting date

NOTES:

1. Jim Rice explained the planning and design process.
 - a. The architect must know the number of spaces and the function of each space to proceed with the design.
 - b. HISD is in the process of selecting the Construction Manager at Risk (CMAR). The CMAR, or contractor, will join the project team once selected.
 - c. Once the schematic design process begins, proposed space layouts will be reviewed by HISD Facilities Planning and the PAT and feedback will be requested.
 - d. Once the program for the project is 85% complete, it will be given to Gensler to finalize the programming and begin the design process.
 - e. After acceptance of the Schematic design next step is design development. In this step more details are added to the plans. The architect will present the design development plans to HISD Facilities Planning and to the PAT.
 - f. After acceptance of the design development documents, the next step is the construction documents. The completed plans and specifications will be used by the CMAR to receive proposals for the construction.
2. Clay Clayton asked the group if student lockers were required.
 - a. Music Theory needs lockers to store music binders.
 - b. Mr. Allen stated that there is not enough room in the student lockers to store all that is needed e.g. lunch, books, coats.
 - c. Students need a "mine" space.
 - d. Lockers may be re-designed to better meet the needs. Currently, the lockers are three sections high. Ms. Robertson stated, "If the school prefers to have lockers then they will have them". How many lockers and there location will be determined at a later time.

3. Ms. Robertson explained the task to the PAT.
 - a. The task is to work on room descriptions.
 - b. Define who the users are, what activities will occur in each space and what equipment will be required.
 - c. What are the maximum and minimum number of users for each space?
 - d. Identify specific activities in each room. If a special floor is required, it can be noted.
 - e. Be very specific in describing ideas and needs.
 - f. After some group discussion it was determined that portable science demonstration tables are favored over a fixed demonstration table.
 - g. Each department is to collaborate on the input to prevent contradictions.
 - h. The room descriptions are due to HISD Facilities Planning on 9/16/13 at the close of business
4. The group divided into small groups to work on the space requirements for each department. HISD Districtwide Educational Specifications for each group were distributed for each group to use during the assigned work.
5. The PAT was instructed to use "track changes" on the Educational Specification Word document if they choose to make comments on the electronic file.

ACTION ITEMS:

- 1-01 Complete room descriptions (PAT)

MEETING SCHEDULE: October 14, 2013, 3 p.m.

Please review the meeting minutes and submit any changes or corrections to Robert Barrera, Jr.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Robert Barrera, Jr.
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Attachment:

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